



OFFICE OF INSPECTOR GENERAL

Department of Homeland Security

Washington, DC 20528 / www.oig.dhs.gov

OCT 24 2013

Mr. Michael Morisy
MuckRock News
DEPT MR 7012
PO Box 55819
Boston, MA 02205-5819

Subject: Freedom of Information Act Request No. 2014-003 – Acknowledgement Letter

Dear Mr. Morisy:

This acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS) Office of Inspector General (OIG), dated October 3, 2013, and seeking any documents regarding instructions on processing FOIA requests from MuckRock News and other named entities (copy enclosed for reference). DHS-OIG received your request on October 17, 2013, and assigned it the above-referenced tracking number.

Your request has been placed in the queue for processing in the order in which it was received. We anticipate responding to your request within 20 business days. Please note, however, that the actual time required to respond to your request depends on how many responsive records and the types of records identified and located in our records search. Please be assured that DHS-OIG will respond to your request as expeditiously as possible. We are using our best efforts to process all requests with due diligence on a first-in, first-out basis. We, therefore, appreciate your patience as we proceed with your request.

We have not yet made a decision on your request for a fee waiver. We will do so after we determine whether fees will be assessed for this request.

Should you have questions, please contact me at 202-632-0346, or Kirsten.Teal@oig.dhs.gov. Please refer to the above-referenced tracking number if you contact us regarding your request. If we require additional information, we will contact you.

Sincerely,

Kirsten V. Teal
FOIA/PA Disclosure Specialist

Copy of the
FOIA Request

Teal, Kirsten

From: 7012-86039930@requests.muckrock.com
Sent: Monday, October 07, 2013 1:37 PM
To: FOIA OIG
Subject: Freedom of Information Request: MuckRock Request Processing Instructions (Department of Homeland Security Office of Inspector General)

Follow Up Flag: Follow up
Flag Status: Flagged

October 7, 2013
Department of Homeland Security Office of Inspector General
245 Murray Lane SW
Mail Stop - 0305
Washington, D.C. 20528-0305

To Whom It May Concern:

This is a request under the Freedom of Information Act. I hereby request the following records:

A copy of any and all files, memos, or instructions sent to or generated by this agency's FOIA office in regards to processing requests, assigning fee categories of, or otherwise mentioning or related to requests filed by the website MuckRock.com.

Please be sure to sure for instructions sent between this agency's FOIA office and any internal or external legal counsel regarding the above-mentioned files, and include any and all aforementioned responsive documents.

Please also include any and all files, memos, or instructions sent to or from this agency's FOIA office relating to the following:

MuckRock
Government Attic
FOIA Machine
ProPublica
WeNeedGlimpse
<https://weneedglimpse.com/>
FOIA Filing Portals

Please note that I am reporter and that my request should be classified as a media request for fee purposes. I intend to use the results of this request for original reporting, and I believe that this request will be of wide public interest.

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires.

Sincerely,

Michael Morisy

Filed via MuckRock.com

E-mail (Preferred): 7012-86039930@requests.muckrock.com

For mailed responses, please address (see note):

MuckRock News

DEPT MR 7012

PO Box 55819

Boston, MA 02205-5819

PLEASE NOTE the new address as well as the fact that improperly addressed (i.e., with the requester's name rather than MuckRock News) requests might be returned by the USPS as undeliverable.